

Job Seeker Toolkit

7 Tips for a Resume that Gets Noticed



90% of employers use LinkedIn. Is your profile the best representation of you?

- Use a Gmail address instead of AOL or Yahoo. Make the address simple and professional.
- List only most recent jobs and those that are relevant to the job you are seeking.
- Make sure your work history shows a progression in responsibilities.
- Have someone other than you proofread your resume.
- Title your resume file with your name and the position you are seeking.
- Don't send a long-winded cover letter. Simple and direct is best.
- Consider using online resume tools or a career coach to assist in creating your resume.

Fine Tune Your Social Media Profiles



- Update your LinkedIn profile and ask past co-workers or employers for recommendations to showcase your strengths.
- Go through your Facebook, Twitter and Instagram profiles and review as a prospective employer would. Clean-up where needed.
- Make sure each social profile has a photo of you looking professional.

Gear Up for Your Interview



Always send a thank you note or email within 24 hours of your interview.

- Research your prospective employer, just like they'll research you.
- Study companies' websites and their competitors' sites.
- Check out key leaders within the company on LinkedIn, especially your interviewer.
- Note facts about the company or recent news you can reference during the interview.
- Study company profiles and reviews on Glassdoor.
- Work on a 30 second "elevator pitch" that sums up who you are and why you're right for the position.
- Practice in front of a mirror.
- Select your interview attire at least 2 days ahead. Choose professional attire in which you feel confident.
- Take a deep breath and be you.